

## BUILDING INSPECTOR TRAINEE

**POSITION SUMMARY:** A position designed to cultivate new professionals within the building inspections profession for the performance of inspection work involving building construction and zoning to ensure compliance with established standards and ordinances, codes, rules, and regulations. This position will work in a training environment within the building inspections office. Observation, practical experience, training, and education are critical components to work in this position. Employees in this position will work in a mentored and team environment, as well as work independently. This position may also participate in inspection activities for the City's Community Development Program. This position requires registration as a Building Inspector and Plan Reviewer through the State of Michigan as soon as eligible.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the director of community services and direct supervision of the inspections supervisor or other designated official.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Works closely with staff in a training and development environment which will include exposure to and expectation to learn and gain competencies in department and city processes and procedures, community geography, ordinances, codes, methods of inspection and plan review, zoning, legislation, etc., resulting in the attainment of professional competency.
2. Participate in inspection activity by observing and assisting inspectors to progressively obtain knowledge and competency.
3. Act in a Building Inspector Trainee position, the duties of which are delegated by the Registered Building Official. The level of responsibility and scope of authority will change as the individual gains competency. Under close mentorship of and while assisting senior departmental staff, will progressively be delegated higher level of authority from the Registered Building Official and more complex tasks as assigned from experienced departmental staff. This may include issuance of certain permits, as authorized by Registered Building Official. An individual in this position is not authorized to issue certificates of final occupancy, without the written authorization of both the Director of Community Services and Registered Building Official. This position works closely with the inspections staff in a variety of duties, including but not limited to:
  - a. Application and permit review.
  - b. Internal and external customer service.
  - c. Document review.
  - d. Regulatory review.
  - e. Field inspection work.
  - f. Communication with a variety of stakeholders.
  - g. Education of contractors, builders, and the public.
  - h. Preparation, maintenance, and auditing of official records.

- i. Property damage assessment.
4. Respond to public inquiries in an efficient, courteous, and timely manner, providing information within scope of knowledge and authority. Exercise judgment to advise and/or refer to supervisor or other departmental staff if necessary.
5. Observe court proceedings. May participate in legal consultations, depositions, mediation, and court proceedings. Confer with supervisor, Registered Building Official, director, city attorney, and other staff as required.
6. Assist departmental staff in researching, planning, implementing, and evaluating programs, events, and activities.
7. Gain progressive knowledge and competency in methods to prepare specifications for contractor bids including demolition and rehabilitation of structures.
8. Actively gain knowledge of industry best practices, developments, current issues, and strategies through continued education and professional growth. Participate and attend training conferences and other opportunities to obtain and maintain competency in the profession.
9. Complete special projects as directed. Review data, reports, and inspections to identify errors and make or recommend corrections depending on nature of correction and scope of authority. Maintain detailed and organized case files.
10. May be assigned to assist with and conduct code enforcement, housing, and other related inspections in accordance with laws, ordinances, and regulations.
11. Maintain a neat, safe, and professional workplace in the office, City vehicle, and in the field.
12. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities, emergency events, and disasters.
13. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Registration as a Building Inspector and Plan Reviewer through the State of Michigan as soon as eligible.
- B. High school degree or equivalent and meets the minimum standards established by the State of Michigan to become registered as a Building Inspector and Plan Reviewer. The State of Michigan minimum requirements are generally described as having one of the following:
  - i. Licensed residential builder engaged in the construction business for not less than four years.
  - ii. As a building contractor in charge of general building construction or as a skilled worker in carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field for four years.
  - iii. As a project manager, superintendent, supervisor or foreman actively engaged in the general building construction for four years.
  - iv. A person with a 4-year degree or certificate in a recognized curriculum, such as Construction Management, and two years of construction field experience.

- v. A person with a 2-year degree or certificate in a recognized curriculum, such as Engineering Technician, and 3 years of construction field experience.
  - vi. Possess a current license as an architect or engineer under the provisions of Michigan occupational code.
- C. Possession of a valid motor vehicle operator's license by the State of Michigan.
- D. Able to participate in and complete annual training programs for State regulation requirements and to maintain licenses required for the position.
- E. Knowledge of and experience in building construction, building trades, construction inspection, or related work activities.
- F. Work toward and successfully gain knowledge, skills, and abilities of building inspector and commercial building inspector positions.
- G. Excellent powers of observation. Able to learn and recognize signs of structural and other faults and appraise the quality of workmanship.
- H. Able to work as a team member; follow established procedures; follow directions; and carry out duties; able to accept constructive criticism in a learning environment. Possess self-supervising attributes and a positive, congenial attitude.
- I. Able to learn, comprehend, interpret, and apply legislation, ordinances, regulations, and codes.
- J. Able to obtain, retain, and apply knowledge of the methods, materials, and techniques used in building design and construction.
- K. Able to obtain, retain, and apply knowledge of inspection methods, in practices and techniques pertaining to building construction, and zoning matters.
- L. Proficient in the use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary.
- M. Reasonable proficiency in electronic technologies related to permit and inspection tracking and electronic communications.
- N. Able to maintain databases and comprehensive record keeping systems.
- O. Possess methodical and organized work habits, excellent organizational skills, and a proven ability to successfully problem solve.
- P. Able to read and interpret plan specifications, blueprints, and contracts.
- Q. Able to work in a professional office setting and training environment. Work effectively within deadlines, under stress, and with changing work priorities. Demonstrated ability to manage multiple projects simultaneously.
- R. Possess excellent powers of observation. Able to obtain, retain, and apply knowledge to detect structural and other faults and to appraise the quality of construction and workmanship
- S. Able to communicate and present information effectively in both verbal and written manner. Assemble and present accurate reports and records.

- T. Able to establish and maintain effective working relationships using tact, good judgment, and resourcefulness when working with associates, community agencies, businesses, volunteers, and the public. Demonstrated competency of public and customer relations.
- U. Able to safely negotiate foot travel in and around construction sites during entire scope of construction. This may include the use of ladders and similar devices as needed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others and to produce, review, and interpret written documents. The employee is frequently required to sit; use hands and arms to reach, feel, and handle objects. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements.

An employee in this position regularly works both in the field and in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and may require the use of protective gear. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances, which may include working in confined spaces, at various heights, and in all types of weather conditions. The employee will be required to drive in inclement weather.

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